*Special Events and Digital Communication Coordinator*

*P.G. Chambers School, a private non-profit school and therapeutic service organization serving students with complex disabilities, located in Cedar Knolls, NJ, seeks a full-time professional to design and execute in partnership with volunteers effective fund raising events. In this position, the person would be responsible for managing three primary fund raisers, Golf Classic, Menus for the Mind/Gala, and 5k Community Day which combined net $200k and manage other cultivation and stewardship events to build community and recognize supporters. In addition, this position will assist in creating and implementing the organization-wide communication and donor relations plan and specifically lead the development and implementation of a comprehensive social media and website communication strategy. The candidate will join a staff of three and will be an integral member of the development team.*

*Our ideal candidate will have experience working in a fast-paced fund raising/corporate office and would possess the following qualifications and skills: Bachelor degree and/or relevant experience, minimum of two years of event planning experience and experience working with volunteers is a must, excellent administrative, organizational and time management skills, data management experience and/or knowledge of Raisers’ Edge software, proficiency with Microsoft Office, excellent attention to detail, good interpersonal and writing skills, social media savvy, creativity, ability to manage multiple priorities, layout/design skills, professional acumen and desire to work both independently and as part of a team.*

*Compensation will be competitive and commensurate with the successful candidate’s experience. P.G. Chambers School is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.*

*Position available immediately. Interested candidates should forward a cover letter, resume, three references and salary requirements to:*

*P.G. Chambers School*

*15 Halko Drive*

*Cedar Knolls, NJ 07927*

*Attn: Nicole Pitts*